



## Registration Examination

### Information in Relation to Grades

#### Appeals

Appeals for the written component of the examination relates to:

1. Rescoring of the examination; or
2. Matters relating to administrative issues (e.g. water hammers, flickering lights, unreasonably cold).

Failure alone is not grounds for appeal. Winning an appeal means that the candidate is able to retake the examination at no cost to them. An appeal board cannot deem professional competency.

#### Withdrawal **Before** the Start of an Examination

If you withdraw before the start of an exam, it does not count as one of your attempts at the exam. Once you have begun an exam sitting, it does count as one of your attempts, even if you must leave the exam early – unless you are granted a “no standing” status based on a sudden event (see below).

Candidates are strongly encouraged not to attempt the exam and to make an appropriate withdrawal if, prior to the exam, they are ill or have extraordinary circumstances, including bereavement, that may affect their performance on the exam.

#### Withdrawal **During** the Course of an Examination

If a person is experiencing health or other difficulties during the course of the examination, he or she must immediately bring the problem forward to an invigilator in the room. The invigilator will prepare a written report outlining the circumstances surrounding the candidate’s withdrawal during the examination. The candidate’s examination will not be graded. The examination fee will not be refunded. Once you have begun the examination it counts as one of the candidate’s attempts unless the candidate is granted a no standing status.

#### “No Standing” Status

If you must leave the examination early due to sudden illness or another sudden emergency situation and are unable to complete the examination, you may be granted a “no standing” status. The decision will be based on your written request and explanation, and this must be accompanied by valid documentation acceptable to the Registrar. In such circumstances, the sitting may be waived and not counted as an attempt. The examination fee will not be refunded.



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Candidate requests for an additional attempt or a “no standing” status on the basis of medical conditions or compassionate grounds (such as bereavement) will NOT be considered, unless received by the Registrar within seven calendar days after the close of the examination. In order for the request to be considered, the appropriate official documentation must be provided. A causal link must be made between the serious medical condition or compassionate circumstances and the effect on the candidate’s performance on the examination.

Note: Petitions for special consideration received more than seven calendar days after the examination (e.g. upon receipt of a notice of an unsuccessful examination result) will NOT be considered.

### Processes and Procedures

#### Improper Conduct During or After the Examination

It is assumed that every candidate taking the College of Chiropodists Registration examination is doing so for legitimate purposes (to become licensed as a chiropodist in Ontario) and will make their best effort when attempting the examination.

Candidates may be removed from the examination and held under supervision until the end when all candidates are permitted to leave, or have other action taken, including possible legal prosecution, for any of the following reasons:

- giving or receiving help during an examination
- attempting to take the examination for someone else
- using notes, books, personal calculators, digital devices of any kind including watches, non-digital watches/timepieces, any unauthorized notations or other aid. In addition, the conduct may impact the candidate’s ability to be registered at the College
- failure to follow the Presiding invigilator or examination staff's instructions, after a warning
- possession or use of photographic, recording or transmission devices in an examination
- writing on any material other than what is provided by the College for that purpose (i.e. examination booklet )
- removal of examination materials or notations of any kind from the examination room
- refusal to comply with time allotments or examination administration procedures
- disruption of the examination for other candidates
- reproduction or disclosure of examination content in any manner (including unauthorized notations, engaging in discussion of examination content with anyone other than examination personnel during or after an examination, whether verbally, in writing or through any blogs or chat rooms, or other means)
- behaving in an unprofessional or discourteous manner, when interacting with staff or invigilators
- any other breach of conduct



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In any such case, an incident report will be filed by the Presiding Invigilator and the candidate will be told of this action. The candidate may provide an independent explanation in writing to the College office, no later than 7 calendar days following the close of the examination.

**Note:** If, after consideration of evidence of improper conduct, a candidate is found by the College to have committed a breach of the above or any stated examination instructions or procedural guidelines, the College may:

- cancel the candidate's examination score
- bar the candidate from one or more future examination sessions
- take such other action as deemed appropriate, including possible legal prosecution

A candidate may be held responsible for all damages and cost-recovery in the event that the examination or any component of it is compromised by his/her action.

### Comments, Complaints and Requests for Further Consideration

Any comment or complaint concerning any aspect of the examination (e.g., process, examination facilities, examination administration) should be made verbally to the Presiding Invigilator(s) for immediate attention and correction, if possible. Candidates must document such comments and complaints **in writing, immediately** after the examination.

For the written examination, any candidate who feels that a specific matter requires further consideration or review must make such a request, in writing, outlining the reason(s) for the request. The written request and the accompanying information must be received by the Registrar of the College **within 7 calendar days** after the close of the examination. Requests which are received after this time period will **NOT** be considered.

For the OSCE, any comments or complaints must be documented in writing **before leaving the examination site**. Complaints which are not made on the examination day will **NOT** be considered.

Please note that the content, methodology, standards or assessment criteria of the OSCE examinations are **NOT** subject to review or appeal by candidates or their agents.

### Examination Centre Conditions/Environment

Although the College attempts to ensure the comfort of all candidates and personnel, you are advised to dress for fluctuating temperatures in examination rooms.

**Note:** There is **no smoking** on examination premises.  
Please **do not wear scented cosmetics, perfumes or clothing** as some individuals are very sensitive to such substances and you may be refused entry to the examination.

### Candidate Materials

The examination is closed-book (no aids are permitted).



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No watches or timepieces are permitted. The Invigilators will make regular announcements about the time remaining throughout the examination.

If you must take any medication during the examination time, bring it with you and show it to the presiding Invigilators before the examination begins. Any packaging, inserts or related written material must be left at home or handed in to examination personnel.

Do NOT bring or wear valuables such as jewellery to the exam site. Examination personnel have the authority to inspect and request that you remove these items. The College will NOT be responsible for possible loss or damage to these items. Coats, large bags and other belongings must be stored in the location designated by examination personnel.

During the examination period, you will **NOT** be permitted to have **anything** on your desk.

Surfaces of desks and all candidate materials and belongings are subject to inspection by examination personnel, at any time.

### **You Must NOT Bring into the Examination: (these items are strictly prohibited):**

- books, notes, envelopes, or reference materials of any kind
- calculators, rulers, pencil cases
- data organizers or other digital or electronic storage devices
- communication devices of any kind including pagers or cellular telephones
- computers of any kind, including hand-held devices
- photographic, recording or transmission devices of any kind or
- paper items of any kind, whether blank, printed or written upon, including similar items such as wrappers on food or beverages

#### **Note:**

The presiding Invigilator has the authority to inspect any materials brought into the examination and/or to request that candidates remove outerwear, roll up their sleeves and empty all pockets to permit inspection for any prohibited items.

Any materials that may compromise the administration or security of the examination will be confiscated and the candidate in possession of such materials may not be permitted to begin the examination, or to continue if it has already begun. Confiscated items will be sent to the College for inspection, together with a report of the incident, and will be kept until any inspection or investigation is completed.

### **During the Examination**

You and other candidates **MUST NOT** converse or communicate with one another in any manner whatsoever, or speak or read out loud while the examination is underway. Violation of this rule may result in the cancellation of your examination score in the session.



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You may converse with presiding invigilators if required, in a discrete and confidential manner. If you wish to use the washroom or when you are ready to hand in your examination materials, you must raise your hand to indicate this to examination personnel.

Candidates should behave in a professional and courteous manner when interacting with invigilators.

### At the End of the Examination

At the end of the examination, you must leave the examination premises immediately after handing in your Examination Booklet, answer sheet and other examination materials.

### Emergency Procedures

#### Emergency Building Evacuation

If the need arises for building evacuation due to fire or other emergency during an examination, the Presiding Invigilators, in cooperation with emergency personnel, has full authority to direct and supervise candidates and examination personnel in the emergency evacuation of a building.

The guidelines and procedures established by the College are based on two underlying principles: 1) personal safety, and 2) security of examination content and materials.

**Note:** Remember that at all times during an emergency evacuation, candidates must NOT converse or otherwise communicate with one another. Candidates continue to be subject to all rules of the examination.

#### Other Extraordinary Circumstances

If at any time before an upcoming examination administration, there should arise **any circumstances** including such factors as weather, transportation, strikes, public health issues, or other reasons which may affect the scheduling arrangements and admission procedures for examinations, advisory information will be promptly posted on the College's website: [www.cocoo.on.ca](http://www.cocoo.on.ca). You are advised to check the website before attending an examination, to look for any special notices which may affect your arrangements.

You will be required to comply with any health, safety, and security screening procedures, as posted in the examination centre or outlined verbally by examination personnel.

The College reserves the right to cancel or reschedule any examination administration, if circumstances require that a scheduled examination cannot be administered.

Approved by Council on October 17, 2014